

CSE Maintenance and Operations Services

Invitation for Bid

IFB CSS 188

Bid Conference
January 26, 2010

ALL THE PIECES ARE IN PLACE
California's Child Support Program



One Program One System One Mission
Delivering for Families!



Welcome

Gail Overhouse

DCSS CCSAS Project & Procurement Office Director



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Agenda

- n **Welcome**
- n **Key Action Dates**
- n **Small Business Preference**
- n **DVBE Requirements and Incentive**
- n **Commercially Useful Function**
- n **Collect Questions**
- n **{Break}**
- n **We have supplied a list of Frequently Asked Questions. These are also posted at www.BidSync.com, search by using CSS 188**
- n **Answer Period**

Bid Conference Procedures

- n Please be courteous and turn off or silence cell phones
- n Please Sign In - (if you are a potential subcontractor or SB/DVBE please indicate this on the sign in sheet)
- n Any verbal exchange of information during the Bid Conference shall not be binding on the State.
- n All documentation related to the Bid Conference (agenda, handouts, sign-in sheet, etc) will be posted to Bidsync.
- n DGS is the single point of contact for all purposes related to this IFB:

Christina Cervantes
Phone: (916) 375-4494
email: Christina.Cervantes@dgs.ca.gov

SB/DVBE Assistance:
Maureen Moss
Phone: (916) 375-4426
email: Maureen.Moss@dgs.ca.gov

Bid Conference Procedures (continued)

- n Questions and Answers (Q & A) During the Bid Conference**
 - | Questions should be submitted on the Question Form supplied by DCSS**
 - | The forms will be collected before the break**
 - | The State will provide oral responses**
 - | Questions that cannot be answered during the bid conference will be answered in accordance with Section 2.2.4 of the IFB**

Key Action Dates (IFB Section 1)

Last day to Submit Letter of Intent to Bid	2/4/2010
Last day to Request a Change in Requirements of the IFB	2/4/2010
Last day to Submit Questions for Clarification of IFB	2/17/2010
Last day to Submit Protests of the IFB Requirements	2/23/2010
Last day to Submit Final Bids	3/15/2010



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Small Business Preference

- n **A five percent (5%) preference is available to:**
 - | **California Certified Small Businesses and Microbusinesses**
 - | **Non-Small Businesses claiming at least twenty-five percent (25%) California certified small business subcontractor participation**
 - | **Small Business Non-Profit Veteran Services Agencies (SB/NVSA) bidding as a prime**
- n **Bidders must specifically request the 5% small business preference be applied to their Bid by submitting Exhibit 5-H, Intent to Claim the Small Business Preference**
- n **In addition the following must be submitted**
 - | **Exhibit 5-G, Commercially Useful Function**
 - | **GSPD 05-105, Bidder Declaration Form**
 - | **Exhibit 7-E, Subcontractor Costs (submitted with sealed cost bid only)**
- n **See IFB Section 5.4.5 for additional information**



Disabled Veteran Business Enterprise (DVBE) Requirements

- n The Department of Child Support Services has a 3% DVBE participation goal for this solicitation
- n **The Good Faith Effort (GFE) has been removed**
- n Bidders are required to subcontract a minimum of 3% of the total contract value to DVBE contractors
- n Bidders must submit the
 - | GSPD 05-105, Bidder Declaration Form
 - | STD 843, DVBE Declaration (as applicable)
 - | Exhibit 5-G, Commercially Useful Function
 - | Exhibit 7-E, Subcontractor Costs (submitted with sealed cost bid only)
- n See IFB Section 5.3.6 for more information



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DVBE Incentive

- n **For evaluation purposes only, an incentive will be given to bidders that provide DVBE participation at or above 4%:**
 - | 4% participation = 1% incentive
 - | 5% participation = 2% incentive

- n **Combined incentives and preferences cannot exceed \$100,000**



Commercially Useful Function (CUF)

- n **Small Businesses, Microbusinesses, and DVBES must perform a commercially useful function (CUF). A business that is performing a commercially useful function is one that does ALL of the following:**
 - | **Is responsible for the execution of a distinct element of the work of the contract**
 - | **Carries out its obligation by actually performing, managing, or supervising the work involved**
 - | **Performs work that is normal for its business, services, and function**
 - | **Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.**
- n **Bidders must provide a written statement detailing the role and services the subcontractor(s) will provide on Exhibit 5-G, Commercially Useful Function**
- n **See IFB Section 5.3.7 for more information**



Contact the Office of Small Business & DVBE Services

You may contact OSDS by phone, fax, mail or email, or you may visit us in person. Limited face-to-face appointments are available in our West Sacramento office.

- n **Business Hours**
Monday-Friday*, 8 a.m. to 5 p.m.

***(Please note, this office will be closed on the first, second, and third Friday of each month through June 2010 in observance of Governor Schwarzenegger's Executive Order)**

- n **Phone Number**
(916) 375-4940 (Main Office Reception)

- n (800) 559-5529 (Procurement Division Central Reception)

- n **Fax Number**(916) 375-4950

- n **Email**
OSDSHelp@dgs.ca.gov



Questions and Answer Period

**Please use the supplied
form to submit your
questions**